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FEDERAL WORKS AGENCY

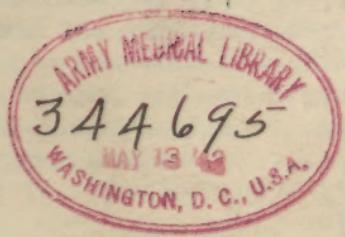


**FIRST AID
DETACHMENTS**

FOR

**AIR RAID
PROTECTION**

civilian act.



Box # 1252

FEDERAL WORKS AGENCY

Mr. ACKNOWLEDGED
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FIRST AID DETACHMENTS FOR AIR RAID PROTECTION

INTRODUCTION

The purpose of this Bulletin is to explain in detail the function of First Aid Detachments formed for service in Federal buildings. Information concerning the formation of such First Aid Detachments will be found in the American Red Cross Bulletin entitled "Volunteer First Aid Detachments" ARC 1053, April 1941. This Bulletin may be obtained free of charge from the District of Columbia Chapter, American Red Cross, 1730 E Street, N. W., Washington.

OBJECTIVE

The objective of the First Aid Detachment is to maintain First Aid units, organized, fully equipped, trained, and available during any emergency in the building to handle all casualties requiring attention in the absence of immediate medical care.

FIRST AID POLICY AND PROCEDURE

Each Building Warden will have an Assistant for First Aid. The Assistant for First Aid is responsible for the organization and execution of the First Aid requirements for the building. The Assistant for First Aid will work in close cooperation with the First Aid Section of the American Red Cross in training personnel and in disseminating information which may prove of value in cases arising due to particular causes such as gases, bombs, etc.

First Aid assistance in an emergency is the responsibility of the Assistant for First Aid and the First Aid Detachment working under his direction. Unorganized and untrained volunteers will not be used unless the emergency is such that all trained personnel is engaged, and even in such a case, every effort must be made to have such volunteers work under the direct supervision of a trained person.

PROCEDURE

The Assistant for First Aid will initiate First Aid activities for the following specific groups for the purpose of securing an adequate supply of trained personnel for First Aid work in the building in the event of an emergency.

1. Personnel holding American Red Cross Instructor's cards who can be used as instructors for personnel of the First Aid Detachment.
2. Personnel holding American Red Cross Advanced Course cards who can be given further training to become instructors.

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3. Personnel holding American Red Cross Advanced Course cards who can be inducted into the Detachment immediately.
4. Personnel holding American Red Cross Standard Course cards who can be given advanced training for induction into the Detachment.
5. Personnel entirely untrained who can be given Standard and Advanced American Red Cross training for induction into the Detachment.
6. Personnel holding First Aid cards other than those issued by the American Red Cross who can be given suitable Red Cross training to secure the official Red Cross cards and then be inducted into the Detachment.

ORGANIZATION OF DETACHMENTS

A First Aid Detachment will consist of not less than fifteen nor more than fifty persons, all of whom must be trained specifically in First Aid. If more than fifty persons are required to handle the situation in any building, the number needed should be provided by the formation of additional Detachments, dividing the number so that each Detachment established will contain approximately an equal number of persons.

In order to assure the utmost mobility of and service by the Detachment, it should be divided into squads of five persons each—a Leader and four assistants—and each squad must be able to function as a unit.

A sufficient number of these units should be assigned to each evacuation Shelter Area to provide care for emergencies as they may arise. These units shall remain on duty in the assigned area and, in the event that they alone cannot handle a situation, they will call the established First Aid Emergency Center for additional assistance.

A specific place of assembly will be designated for members of the Detachment not assigned to duty in the Shelter Areas. This assembly place will be known as the "First Aid Emergency Center". All calls upon the services of members assigned to the First Aid Emergency Center will be issued by the Assistant for First Aid or other designated Detachment member working in the Emergency Center.

When a call for First Aid assistance comes to the Emergency Center, it must be cleared through the Assistant for First Aid or the designated Detachment member in charge. He will designate the squad or squads to handle the emergency and after the action has been completed by the squad, he will receive a report of the action taken.

When a squad has been assigned to an emergency, it goes immediately to the scene and, under the direction of the Squad Leader already on the scene, takes all necessary action. Upon the completion of any action, the squad sent from the Emergency Center reports back to its station and is immediately available for further calls.

One telephone at the Emergency Center will be designated for the exclusive use of the First Aid Detachment during an emergency. This telephone will be given a special number which will be known only to those persons directly concerned with summoning First Aid assistance. The following persons only should be informed of this number: the Building Warden, the Assistant for First Aid, the Leaders of all First Aid squads, each Floor, Area, or Sector Warden, the Evacuation, and Blackout officers. The Building Warden may designate any other persons he wishes to have this information. Every effort will be made to keep unauthorized personnel from making calls for First Aid assistance.

FIRST AID PREPAREDNESS

POLICY

The First Aid Detachment and equipment will supplement the organization and equipment which may already be in existence through an emergency room, nursing or medical personnel, or other protective agency. When called upon, all personnel and equipment of any protective agency will be available to the other.

PROCEDURE

Members of the First Aid Detachment will respond to all alarms by going immediately to their assigned stations. They will not leave the area of their duty except under circumstances beyond their control (i.e., the area is badly damaged or becomes unsafe, etc.). Under such circumstances, the squad or squads involved will immediately report to the Emergency Center for reassignment. The only other condition under which a squad will leave its station is on direct orders from the Assistant for First Aid. No change of station will be made to assist in an emergency at a nearby area unless directed by the Assistant for First Aid.

STRENGTH OF FORCE

Every effort will be made to have a sufficient force of trained personnel available at all times to take care of any emergency. In the event that additional assistance is required, a call will be made to the Emergency Center to secure adequate assistance from the reserve.

A sufficient number of trained personnel will be maintained at all times so that adequate response can be made to calls for additional assistance.

The Detachment will be based on the following key:

Class I

All personnel assigned to specific stations for the duration of an emergency.

Class II

Personnel assigned to an Emergency Center from which they are sent in response to calls from squads for additional assistance.

Class III

Personnel in an Emergency Center detailed to answer special calls as designated by the Assistant for First Aid or his duly appointed representative.

A "special call" is one coming from any section of a building not already covered by an assigned First Aid squad.

FIRST ALARM

Policy

The First Aid squads assigned to the Shelter Areas are the first line of action. In the event of an emergency they are strategically located and come into action quickly.

Procedure

When an alarm is sounded, these First Aid squads will take their assigned posts. In the event of an emergency, they will take immediate action. If the emergency to be handled proves too great, the Squad Leader will immediately call for and receive assistance from the Emergency Center.

REINFORCEMENT

Policy

The squads assigned to the Emergency Center are considered as reinforcements for the squads assigned to the Shelter Areas.

Procedure

Reinforcement strength available for immediate dispatch will be based upon the number of trained personnel in the Emergency Center. The authority to dispatch assistance from the Emergency Center rests with the Assistant for First Aid or a member of the Detachment specifically designated for this authority.

DISPATCHING

Two types of dispatch are planned for:

1. Dispatch of reserves to Shelter Area squads calling for assistance.
2. Dispatch of reserves to special situations arising outside of the Shelter Areas.

The following procedures will govern the dispatch of reserves:

1. Units assigned as reserve for Shelter Areas will report to the Emergency Center from which they will be dispatched by the Assistant for First Aid or by a specifically designated member of the Detachment only upon call from one of the squads operating in a Shelter Area.
2. Units assigned as reserve for special details will report to the Emergency Center from which they will be dispatched by the Assistant for First Aid or by a specifically designated member of the Detachment only in response to special calls.

A "special call" is one coming from any section of a building not already covered by an assigned First Aid squad.

SERVICE OF SUPPLY

The Building Wardens will provide an adequate service of supply for all First Aid Detachments under their supervision. The minimum requirements are as follows:

First Aid Kits for Detachment Squads. The Treasury Department Procurement Division specifications for kits, First Aid (Sheet No. 269-E, January 31, 1941) are as follows:

Type II (Cabinet Carrying type), Class 3 (24 unit), Grade A (Standard Case), with the following contents (E-2B(3)E):

4-inch bandage compress (plain)—2 packages
2-inch bandage compresses (plain)—2 packages
1-inch adhesive compresses—3 packages
40-inch triangular bandage—2 packages
Furn compound (1/8-oz. tube)—2 packages
Iodine applicators (swab type)—3 packages
Ammonia Inhalants—1 package
Wire splint—2 packages
Tourniquet and forceps—1 package
4-inch gauze bandage—2 packages
Ammonia ampoules—1 package
Absorbent gauze compress—2 packages
Boric acid ointment—1 package

Replacements for First Aid Kits. Sufficient unit replacements must be kept on hand at all times to supply all articles used from First Aid kits.

The following specification list will be used for replacement of articles used from First Aid kits. These replacements will be secured for each First Aid kit in service:

- 5 packages 4-inch bandage compress (plain)
- 5 packages 2-inch bandage compresses (plain)
- 10 packages 1-inch adhesive compresses
- 5 packages 40-inch triangular bandage
- 10 packages Burn compound (1/8-oz. tube)
- 10 packages Iodine applicators (swab type)
- 5 packages Ammonia Inhalants
- 5 packages Ammonia ampoules
- 5 packages Absorbent gauze compress
- 3 packages Boric acid ointment
- 5 packages 4-inch gauze bandage

COMMUNICATION

During an alarm, First Aid squads which form the First Aid Detachment for a building will maintain communication with the Assistant for First Aid or his duly designated representative through the use of the special telephone connection with the Emergency Center. The nearest telephone may be used for such calls. One telephone at the Emergency Center will be designated for the exclusive use of the Detachment during an emergency. This telephone will be designated by a special number known only to the personnel immediately concerned with calling for First Aid assistance.

Only the Leader or duly authorized member of a First Aid squad working in a Shelter Area shall make any call with reference to First Aid. Personnel taking refuge in a Shelter Area but having no connection with First Aid activities will not make such calls.

In sections of a building not covered by First Aid squads, requests for First Aid assistance may be made by the Building Warden; Floor, Area, or Sector Wardens; Evacuation, and Blackout officers. In the event that none of these officers is available to make the call, notification of the need will be made to the nearest First Aid squad which will see that assistance is summoned.

TRAINING

The training of personnel for First Aid Detachments will be the direct responsibility of the Assistant for First Aid.

First Aid training will be given according to the standards established by the American Red Cross for this work.

Training will be aimed at developing personnel competent to deal with any emergency requiring attention in a building in the absence of immediate medical care. Special emphasis will be placed on the proper transportation of casualties and the techniques developed to deal with war-caused emergencies, such as bombs and gas.

Each Assistant for First Aid and each Squad Leader will have a designated alternate to act in the event of an absence or injury to the originally appointed officer.

Every member of a Detachment will be provided with a special Red Cross arm band which will designate him as a member of the Detachment. These bands are obtained directly from the District of Columbia Chapter, First Aid Section, American Red Cross, and are to be issued only to active members of a Detachment. Every effort will be made to prevent unauthorized persons from wearing this band.

CASUALTY CLEARANCE

All casualties must be cleared through a First Aid Post established by the Emergency Medical Field Units of the Office of Civilian Defense.

A First Aid Post will be immediately established in or near a building in an emergency upon a call from the Building Warden only.

No casualties will be removed from a building except upon direction of the Emergency Medical Field Unit. Casualty Stations or hospitals will not receive casualties unless they have been cleared by an Emergency Medical Unit. This Unit must clear all cases from a building and will provide proper transportation to a pre-designated place for further attention.

Casualty Stations and hospitals will not receive telephone calls during an emergency.

IDENTIFICATION TAGS

The identification tag (Fig. 1) is to be filled out by the first member of a First Aid squad to reach the casualty. This must be done immediately because the injured may lose consciousness. All possible information concerning the injured should be recorded. Information concerning the name and address of the injured and of the "person to be notified" are important to those anxious to locate the injured person. The place where an unconscious patient was found should be noted as this may be the only clue to his identity.

IDENTIFICATION TAG

Name (Surname) (Given name)

Address

Age

Male Catholic Single White
Female Protestant Married Negro
Jewish Widowed Other

Person to be notified:

Name

Address

Phone Relation

Where tagged

Date 194..... Hour M.

Diagnosis:

Treatment given:

Morphine Tourniquet

Where sent

Signed

Organization

15-23451 GPO

BACK

SUPPLEMENTARY INFORMATION

FIGURE 1

It is very important to record the application of a tourniquet. Warnings concerning possible internal injury, hemorrhage, skull fracture, etc., should be noted on the back of the tag to facilitate sorting of patients on arrival at the hospital.

The tag should be affixed securely to the patient and not to clothing which might later be removed.

A set of symbols to indicate necessity for priority treatment has been devised to facilitate sorting of patients at the hospital. These symbols should be drawn prominently on the forehead of the patient with a red skin pencil.

U - Urgent—requiring priority attention

TK - Tourniquet

H - Internal hemorrhage

Every effort will be made to supply as much information as possible concerning the patient so as to facilitate his progress through the additional casualty clearances necessary.

These identification tags may be secured from the office of Colonel Lemuel Bolles, Executive Director to the United States Coordinator of Civilian Defense, Room 510 in the Old District Building at 13th and E Streets, N.W., Phone: National 6000.

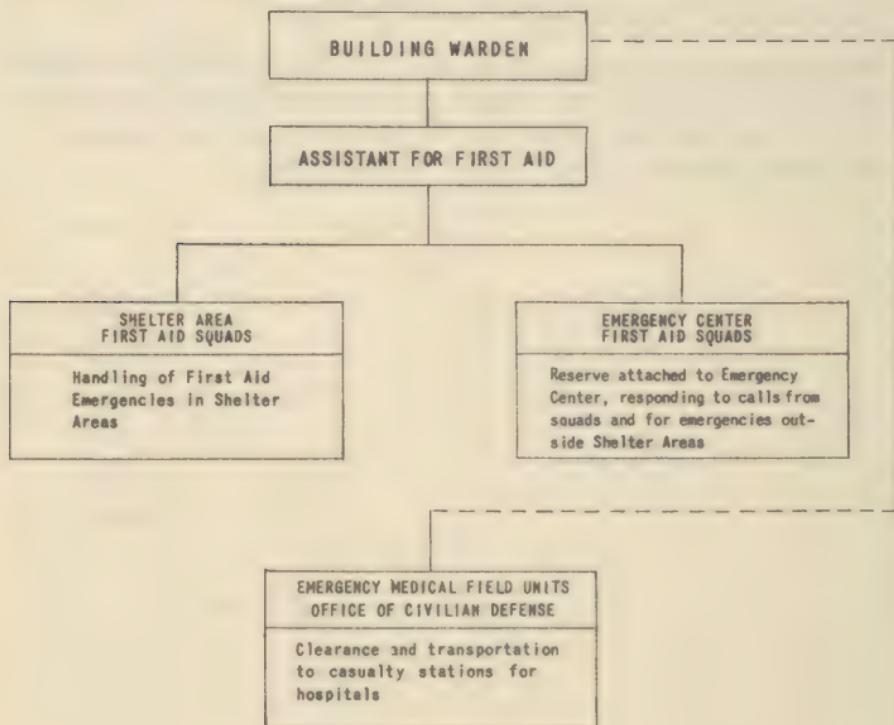
TELEPHONE DIRECTORY

BUILDING WARDEN _____
(Name) _____ (Telephone) _____

ASSISTANT FOR FIRST AID _____
(Name) _____ (Telephone) _____

EMERGENCY CENTER TELEPHONE _____ (This number is confidential. Please do not give it to persons unauthorized to use it.)

ORGANIZATION OF FIRST AID DETACHMENTS



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